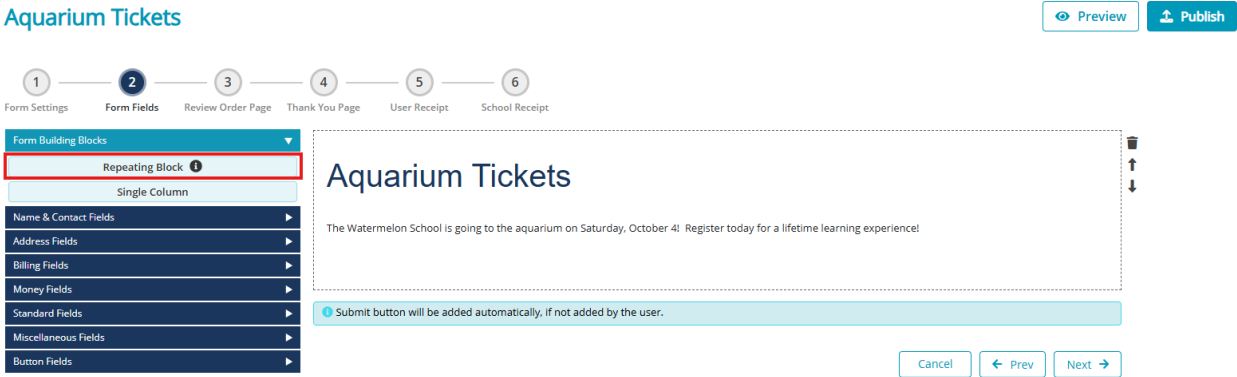


Repeating Blocks in CampusPay

By adding a Repeating Block to your form, you can easily repeat a section of a form as many times as needed to capture responses for multiple students, event registrations, lunch orders, or sign-ups, all within the same form.

To get started with a Repeating Block, first create a new form. After completing Step 1 of the form creation, navigate to Step 2: Form Fields.

1. Select the “Form Building Blocks” dropdown and select “Repeating Block”



2. Enter the Repeating Block Label, this will be the information you are repeating – generally student information. Also enter the max number of times you want to allow this information to be repeated. *Keep in mind parents with multiple children that will be completing the form, e.g., is there a parent with 5 children attending the aquarium trip?* Select the Save button to save the information entered.

✕

Repeating Block Configuration

Label *

Provide a name for this repeating block

Maximum number of repeating blocks *

This sets the maximum number of repeating blocks that can be added by the user.
For example, if the limit is set to 50, users will not be allowed to enter the value greater than 50.

Repeating Blocks in CampusPay

3. Add fields to the Repeating Block section that you would like to have repeated.

1 — 2 — 3 — 4 — 5 — 6
 Form Settings — **Form Fields** — Review Order Page — Thank You Page — User Receipt — School Receipt

Form Building Blocks ▶

Name & Contact Fields ▶

Address Fields ▶

Billing Fields ▶

Money Fields ▶

Standard Fields ▶

Miscellaneous Fields ▶

Button Fields ▶

Aquarium Tickets

The Watermelon School is going to the aquarium on Saturday, October 4! Register today for a lifetime learning experience!

Repeating Block

Student First Name *

Student Last Name *

Grade *

Kindergarten ▼

Student Ticket *

 \$25.00

Submit button will be added automatically, if not added by the user.

4. Publish the form once you have added the information you would like to collect.

Aquarium Tickets

The Watermelon School is going to the aquarium on Saturday, October 4! Register today for a lifetime learning experience!

Student #1

Student First Name *

Student Last Name *

Grade *

Kindergarten ▼

Student Ticket *

 \$25.00

Add Student

Submit

Repeating Blocks in CampusPay

The user will be able to add multiple children to one form for a quick and easy checkout process!

Please review the information you have provided.

Student #1	Student #2
Student First Name: Timmy	Student First Name: Tina
Student Last Name: Johnson	Student Last Name: Johnson
Grade: First Grade	Grade: Kindergarten
Student Ticket: \$25.00	Student Ticket: \$25.00

Description	Amount
Student Ticket	
- \$25.00	\$25.00
- \$25.00	\$25.00
Total Amount	\$50.00

Click Continue to enter your payment information on the next page.

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